

SECTION 14.20: TRANSFER OF EMPLOYEE RECORDS BETWEEN DEPARTMENTS
Last Update: 10/11

11 IAC 4.18 provides for the transfer of personnel records when an employee moves from one agency to another. This transfer of records is necessary in order to bring continuity to the personnel record of an employee and to avoid loss of benefits.

An appointing authority may, for reasons of operational efficiency, choose to maintain a duplicate set of records. However, originals, or copies, only when originals are not available, of personnel forms and individual performance plans and evaluations must be forwarded to the receiving agency, along with copies of the other documents in the employee's personnel file.

Records should be sent through the mail, not given to the employee for transfer.